



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## JOB POSTING

**POSITION:** ASSISTANT TO THE TAX ASSESSOR  
**POSTING DATE:** 10/01/2020  
**CLOSING DATE:** 10/15/2020 @ 5:00 pm (Eastern)  
**JOB TYPE:** Full-Time  
**REPORTS TO:** Tax Assessor  
**UNION AFFILIATION:** BMEA  
**SALARY GRADE & RANGE:** G – Minimum Salary \$42,757.55/ Maximum Salary \$72,258.17

---

Under the direction of the Tax Assessor, on a regular and recurring basis, plan, organize, manage and coordinates various activities of the office in accordance with state and local laws, rules, regulations, and policies, and perform such other functions as may be required by N.J.S.A. 40A:9-148.1. Interact with third party vendors and assist with requests for information normally provided by this Assessor in his absence; and perform other related work as required.

### Examples of Duties and Responsibilities:

- Perform in-depth research on deed transfers and Senior, Veteran and Tax Exempt properties for tax purposes to ensure accuracy.
- Maintain maps, deed transfers and other records relating to assessments.
- Provide assessment information to taxpayers regarding assessment laws and procedures.
- Confer with property owners regarding values and assessment policies, and responds to questions and complaints.
- Assist in formulating assessment policies and procedure.
- Type correspondence for the Tax Assessor and letters to property owners and the general public.
- Assist Tax Assessor in the reassessment program and preparation and defense of tax appeals at the county level.
- Establish and maintain records and files.
- Prepare certified lists of property owners and prepare reports and correspondence in accordance with Statute, responsible for submission to property owner of initial and further statements, confidential income producing statements and farmland documents for the Assessor to value property under Title 54.
- Perform other related work as required.

---

## MINIMUM REQUIREMENTS

### Experience:

- Five (5) years experience in a Tax Assessment capacity for municipal and/or County Government.
- **Substitution:** Applicants who do not possess the required experience may substitute experience or working knowledge of municipal government in the areas of Tax Collection, Finance or Code Enforcement on a year-for-year basis.

### Knowledge, Skills and Abilities:

Familiarity with computer-assisted mass appraisal systems such as Microsystems and Vital MOD-4; knowledge in the use of programs such as: Microsoft Excel, Word & Outlook and Spatial Data Logic; excellent verbal and written communication skills are required to deal effectively and tactfully with residents, appraisers, realtors, attorneys, The Somerset County Tax Board, The Division of Taxation and interdepartmentally; demonstrated research, problem solving and organizational skills; and must possess the ability to gather and manipulate data from various resources for report preparation.

---

## SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.

---

## HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf).

To apply, submit a resume and fully completed and signed employment application to [jcosentino@bridgewaternj.gov](mailto:jcosentino@bridgewaternj.gov), no later than 5:00 pm on 10/15/2020. Please put "ASSISTANT TO THE TAX ASSESSOR" in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**